



TRANSFER OPPORTUNITY **FOR STATE EMPLOYEES**



DEPARTMENT OF INDUSTRIAL RELATIONS LABOR STANDARDS ENFORCEMENT

LEGAL SECRETARY

Position: Legal Secretary
\$2839 - \$3450

Location: San Francisco

Duties: Under the general direction of the Assistant Chief Counsel, Legal Secretary will independently and effectively work and will perform the following duties: Prepare pleadings and other documents for court proceedings, using WordPerfect and/or Microsoft Word to transcribe from dictated material or handwritten work, a wide variety of legal correspondence, petitions, complaints, answers, demurrers, motions, briefs, writs, appeals, subpoenas, judgments, orders, settlement agreements, and memoranda in, among others, the following substantive areas: de novo appeals from Labor Commissioner's orders, decisions, or awards, civil actions filed by the Labor Commissioner in wage and hour cases, discrimination cases, public works cases, original writ proceedings in Superior Court challenging decisions in civil penalty and licensing cases, federal district court challenging the constitutionality of state law, and appellate level cases in state and federal court. Prepares pleadings that are filled in administrative proceedings, such as before the Office of Administrative Hearings, or before DLSE, in license revocation and license application denial proceedings and public works contractor debarment hearings. Files pleadings with all courts and administrative agencies, and draft documents evidencing proper service of such pleadings, ensures proper service when service is made by mail. Files liens and judgment abstracts with courts and county recorder's offices, and prepares notices of bank levies to effectuate collection of judgments, maintains records of amounts collected and owed on all judgments, calculates accrued interest on unpaid judgments, processes payments received from defendants.

Any current SROA/Surplus employee or anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form Std. 678) to the address below. Please note that SROA and eligible Surplus Employees will be given first consideration in accordance with SROA provisions.

DIR-DLSE-Legal Unit
Attn: Anne Hipshman, Assistant Chief Counsel
455 Golden Gate Avenue, 9th Floor
San Francisco, CA 94102

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

Submit Application By: **May 23, 2005**, or until position filled. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.



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CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.